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ORD-0551-77

22 March 1977

MEMORANDUM FOR: Director of Research and Development
THROUGH: Special Panel, ORD
SUBJECT: Recommendation for Promotion
[redacted]
GS-04 to GS-05

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1. This memorandum contains a recommendation that [redacted] be promoted from GS-04 to GS-05.

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2. [redacted] was assigned to Operations Technology Division from the Clerical Staffing Branch pool in April of 1976. Immediately after beginning work with this division, she requested training to increase her shorthand proficiency at a local State Department facility. Following completion of that refresher course, she successfully passed the Agency shorthand test and upgraded her title from Clerk-Typist to Clerk-Stenographer. Since that time, she has continued to improve her dictation and transcription skills with on-the-job experience. In addition, Miss Jones quickly mastered the Mag Card I typewriter through a self-training program while carrying out her assigned duties. Similarly, she made a rapid transition to the Mag Card II machine when it was installed in this office. At the present time, she is considered OTD's "resident expert" on both mag card typewriters.

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3. [redacted] has also quickly adapted to the vocabulary and unique brand of typing found in an engineering office. She is a fast and accurate typist and can quickly produce both draft and final copy of very difficult material. In addition to learning the Agency's standard correspondence style, [redacted] has acquired the skills necessary for typing the lengthy technical papers produced in this division. Many of these papers contain equations, charts, and graphs; and she has displayed both creativity and patience throughout numerous rewrites of very technical material. All in all, her work in this area has been outstanding.

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EYES ONLY**SUBJECT: Recommendation for Promotion**[redacted]
GS-04 to GS-05

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4. In a continuing effort to improve her skills in grammatical constructions and punctuation, Miss Jones completed a two-week (part-time) course in grammar sponsored by the Civil Service Commission. She is currently planning to enroll in the second companion course being offered in May. In taking these courses, [redacted] displays a great determination to advance her career.

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5. The past twelve months have adequately demonstrated [redacted] ability to perform her assigned duties at a level commensurate with a GS-05. For these reasons and her obvious willingness to extend herself in career development, I recommend you approve her promotion from GS-04 to GS-05.

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[redacted]
Chief, Operations Technology, ORD

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RECOMMEND APPROVAL:
Chairman, Special Panel, ORD4/6/77
Date**APPROVED:**

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[redacted]
Director of Research and Development7 APR 1977
Date**Distribution:**

- 0 - Addressee
- 1 - Special Panel, ORD
- 1 - C/SB/MS/ORD
- 1 - OTD/ORD

OTD/ORD/DD/S& [redacted]

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